BUSN221b – Billing Configuration Workshop

November 3rd, 2014

Agenda

- Department Configuration Workshop Objectives and Outcome
- Department Task Definitions
- Demonstration of Department Configuration Task Functionality
- Walkthrough of Department Configuration Task
- Next Steps

Configuration Workshop Objectives and Outcomes

Objectives:

- Define configuration values to support FI$Cal Billing functionality
- Produce configuration data entry spreadsheets for each configuration build work unit
- Validate configuration data entries with key business users, project management, and where applicable, department stakeholders

Outcome:

- Configuration build will be the basis for what configuration values will be loaded into the FI$Cal system for Billing.

> **Configuration:**
> **Set-up values within the application.**

Department Task Definitions

Term	Definition
Bill Inquiry Phone	The phone number printed on invoices for customers to call if they have questions about their bills.
Bill Type	Categorization of a billing transaction.
Distribution Code	Used to simplify the process of generating accounting entries for Billing transactions by defining a valid combination of ChartField values. Distribution codes may be associated with Revenue / Reimbursement / Abatement and Surcharge accounting entry lines for bills.
Charge Code	Used to identify a description, unit price, and revenue accounting for a specific type of service or item on a bill line.
Surcharge	An additional charge calculated based off of an existing bill line. An example of this would be overhead costs being a percentage of services provided within a bill line.

Department Task Definitions

Term	Definition
Account	Identifies the type of asset, liability, fund balance, receipt, expense, transfer or statistical measurement involved in a transaction
Alternate Account	An Account sub classification, typically used for receipt and expense accounts
Fund	A fiscal and accounting entity with a balanced set of books. FI$Cal Funds will include values that combine funds and sub funds into a single coding element
Program	Identifies the programmatic function of a transaction, including its program, element, component and task, as applicable
Reporting Structure	Identifies the organizational entity associated with a transaction

Department Task Definitions

Term	Definition
Appropriation Reference	Identifies the appropriation and financial control structure of a transaction. It is typically used to maintain uniqueness across multiple appropriations involving the same Department (BU) and Fund
Enactment Year	The year an appropriation was first authorized or enacted. DOF refers to this as Year of Appropriation (YOA).
Service Location	An agency defined ChartField that identifies the location (county, city, district, building, etc.) associated with a transaction.
Agency Use	An agency defined ChartField that is used to meet reporting and/or budgeting requirements not met by other ChartFields

Walkthrough of Department Configuration Functionality

- **<u>Bill Types</u>**

Walkthrough of Department Configuration Functionality

■ **Revenue Distribution Codes**

Walkthrough of Department Configuration Functionality

- **<u>Charge Codes</u>**

Walkthrough of Department Configuration Functionality

- **<u>Surcharge Distribution Codes</u>**

Walkthrough of Department Configuration Functionality

- **<u>Surcharges</u>**

Walkthrough of Department Configuration Task

- **Let's discuss the <u>Department Configuration Task!!</u>**

Field Name	Department Code	Bill Type	Description	Payment Terms	Bill Inquiry Phone	Billing Office Identifier	AR Account	Direct Transfer
Field Type	Character	Character	Character	Character	Character	Character	Character	Character
Field Length	4	3	30	5	24	8	7	1
Description	Represents the current 4 digit organization code for your department.	Bill Types can be used to categorize invoices for online inquiry and reporting purposes to search for specific types of bills. For example, a department may have a bill type configured for Direct Transfer invoices or a specific department unit that originates the bill or even specific types of charges that appear on the bill. Bill Type can be used to default information onto an invoice.	Description of the Bill Type	Determines the terms for calculating the due date for a bill.	The Bill Inquiry Phone is the phone number printed on invoices for customers to call if they have questions about their bills.	This configuration item is used to identify billing offices within your department.	Identifies the type of asset, liability, fund balance, receipt, expense, transfer or statistical measurement involved in a transaction	Indicate if the Bill Type will be used for billing of Direct Transfer charges (where a department has authority to take funds from the billed department). Bill Types that will be used for Direct Transfer charges should not be used for non-direct transfer charge bills.
Comments		Enter a maximum 3 character identifier for the Bill Type		Payment Terms can be defaulted onto an invoice from the Bill Type level or they can be specified at the Customer level. Payments terms can be updated/provided at the	The Bill Inquiry Phone value should be equal to a value requested within the BUSN221a Billing Department Configuration Task.	The Billing Office Identifier value should be equal to a value requested within the BUSN221a Billing Department Configuration Task.	This should be a valid FI$Cal AR Account Code. Values should be valid according to the defined FI$Cal Chart of Accounts.	Valid values are Y for Yes or N for No.
Required ?	Yes	Yes	Yes	No	No	No	No	Yes
Example	0820	MIS	Miscellaneous Bill Type	NET30				N
Example	0820	FPS	Fingerprinting	NET0				N
1								

Walkthrough of Department Configuration Task

- Let's discuss the **Department Configuration Task!!**

Field Name	Department Code	Distribution Code	Description	Account	Alternate Account	Fund
Field Type	Character	Character	Character	Character	Character	Character
Field Length	4	10	30	7	10	4 (without Subfund) 9 (with Subfund)
Description	Represents the current 4 digit organization code for your department.	Identifier for the Distribution Code. This may be used on Billing and Accounts Receivable transactions to default ChartField coding on accounting entries.	Description for the Distribution Code	Identifies the type of asset, liability, fund balance, receipt, expense, transfer or statistical measurement involved in a transaction	An Account sub classification, typically used for receipt and expense accounts	A fiscal and accounting entity with a balanced set of books. FI$Cal Funds will include values that combine funds and sub funds into a single coding element
Comments				This should be a valid FI$Cal revenue, reimbursement, or abatement (i.e. expenditure) Account Code. This account should not represent an asset or a liability value. Values should be valid according to the defined FI$Cal Chart of Accounts.	Values should be valid according to the defined FI$Cal Chart of Accounts.	Funds should be 4 digits. If it is a sub fund, then the value should be 9 digits. Values should be valid according to the defined FI$Cal Chart of Accounts.
Required ?	Yes	Yes	Yes	Yes	No	No
Example	0820	FINGER	Fingerprinting Services	4130800	4130800000	0017
Example	0820	ATTORNEY	Attorney Services	4161400	4161400000	0012
Example	0820	BLOOD_ALCH	Blood Alcohol	4162800	4162800000	3086
1						
2						

Walkthrough of Department Configuration Task

■ Let's discuss the **Department Configuration Task!!**

Field Name	Department Code	Charge Code	List Price	Description	Revenue Distribution Code
Field Type	Character	Character	Signed Number	Character	Character
Field Length	4	18	17	30	10
Description	Represents the current 4 digit organization code for your department.	Identifier for the Charge Code. This may be used for defaulting information on bill lines when creating bills in the Billing Module	Indicates the price of one unit for a charge code.	Description for the Charge Code	The Revenue Distribution Code associated with the Charge Code.
Comments					These values should match the Revenue Distribution Code values requested by your department in Column C within the REV DIST CODE tab. Only one Revenue Distribution Code may be associated with a particular Charge Code.
Required ?	Yes	Yes	No	Yes	No
Example	0820	FINGER	100.00	Fingerprinting Services	FINGER
Example	0820	ATTORNEY	325.00	Attorney Services	ATTORNEY
Example	0820	BLOOD_ALCH	200.00	Blood Alcohol	BLOOD_ALCH
1					
2					
3					

Walkthrough of Department Configuration Task

■ Let's discuss the **Department Configuration Task!!**

Field Name	Department Code	Distribution Code	Description	Account	Alternate Account	Fund
Field Type	Character	Character	Character	Character	Character	Character
Field Length	4	10	30	7	10	4 (without Subfund) 9 with Subfund)
Description	Represents the current 4 digit organization code for your department.	Identifier for the Distribution Code. This may be used on Billing and Accounts Receivable transactions to default ChartField coding on accounting entries.	Description for the Distribution Code	Identifies the type of asset, liability, fund balance, receipt, expense, transfer or statistical measurement involved in a transaction	An Account sub classification, typically used for receipt and expense accounts	A fiscal and accounting entity with a balanced set of books. FI$Cal Funds will include values that combine funds and sub funds into a single coding element
Comments				This should be a valid FI$Cal revenue, reimbursement, or abatement (i.e. expenditure) Account Code. This account should not represent an asset or a liability value. Values should be valid according to the defined FI$Cal Chart of Accounts.	Values should be valid according to the defined FI$Cal Chart of Accounts.	Funds should be 4 digits. If it is a sub fund, then the value should be 9 digits. Values should be valid according to the defined FI$Cal Chart of Accounts.
Required ?	Yes	Yes	Yes	Yes	No	No
Example	0820	SUR AMT	Surcharge - Amount	4900000	4900000000	0001
Example	0820	SUR PRCNT	Surcharge - Percent	4900000	4900000000	0001
Example	0820	OVERHEAD	Overhead Surcharge	4200050	4200050000	0001
1						
2						

Walkthrough of Department Configuration Task

- Let's discuss the **Department Configuration Task!!**

Field Name	Department Code	Surcharge ID	Description	Surcharge Distribution Code	Amount or Percent?	Amount	Percent
Field Type	Character	Character	Character	Character	N/A	Signed Number	Signed Number
Field Length	4	15	30	10	N/A	28	7
Description	Represents the current 4 digit organization code for your department.	Identifier for the Surcharge Code. This may be used for calculating additional charges to an existing bill line.	Description for the Surcharge	The Surcharge Distribution Code associated with the Surcharge.	Notes whether the surcharge is amount based or percentage based	If the Surcharge is amount based, notes the amount associated with the Surcharge.	If the Surcharge is percentage based, notes the percentage associated with the Surcharge. This percentage will be used in conjunction with the existing bill line to calculate the total surcharge amount for the bill line.
Comments				These values should match the Surcharge Distribution Code values requested by your department in Column C within the SUR DIST CODE tab. Only one Surcharge Distribution Code may be associated with a particular Surcharge Identifier.			
Required ?	Yes	Yes	Yes	No	Yes	Dependent	Dependent
Example	0820	SUR AMT	Surcharge - Amount	SUR AMT	Amount	5.00	
Example	0820	SUR PRCNT	Surcharge - Percent	SUR PRCNT	Percent		2.50%
Example	0820	OVERHEAD	Overhead Surcharge	OVERHEAD	Percent		3.25%
1							
2							

Next Steps

- Complete Department Configuration Task in Workshop

- Validate Department Configuration values during Department Configuration Validation Testing

Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

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